

# Alzheimer Society

WATERLOO WELLINGTON

## We are hiring!

The Alzheimer Society is the leading not-for-profit health organization working nationwide to improve the quality of life for Canadians living with Alzheimer's disease and other dementias. We support people living with dementia to "Live Their Best Day". The Alzheimer Society Waterloo Wellington (ASWW) offers a variety of services including individual and family counselling, support groups, educational workshops, social/therapeutic programming, and referral services to other supports in their communities.

The Minds in Motion® Coordinator, is responsible for program delivery of the Minds in Motion® program throughout Waterloo Wellington. The Minds in Motion® Coordinator facilitates the therapeutic recreational component of the program or, where therapeutic recreation volunteers or post-secondary student learners are available to take the lead, co-facilitating and/or supervising the volunteer/ student. The Coordinator works with community partners to ensure physical activity instructors provide a 45-minute exercise class in compliance to Minds in Motion standards. In the event of an absence, vacation, etc. the Minds in Motion Coordinator facilitates the exercise portion of the session.

The selected candidate for this position will be part of our Programs and Services team and will report to the Director of Programs and Services. This position works with two other Minds in Motion® Coordinators and works from a virtual office with our Kitchener office considered primary location for mileage expenses. This position works 35 hours a week, Tuesday – Saturday, 8:30 am – 4 pm. This a contract position ending September 29, 2023, and compensation is \$41,525/year, with 6% vacation pay (3 weeks vacation is scheduled at some point throughout the year). As this is a contract position, the successful candidate will not be eligible for benefits.

### Essential Functions and Responsibilities

1. Development, coordination, and attendance at Minds in Motion sessions taking place over a virtual platform or in-person location.
2. Attendance at assigned program sessions (including set-up and greeting of participants upon arrival, provides or attends the physical activity component, facilitates, or oversees facilitation of the therapeutic recreational component and ensures clean-up and debriefing occurs)
3. Facilitation of the therapeutic recreational component of the program or, where therapeutic recreation volunteers or post-secondary student learners are present, co-facilitate or supervise the volunteer or student.
4. Facilitation of social networking and relationship building amongst participants.

5. In collaboration with the physical activity program instructor and volunteer coach(es), provision of information and referral to available services, supports and activities in the community, as needed and/or requested by participants.
6. Facilitation of linkages to other community recreational opportunities.
7. Facilitation of linkages between participants and Alzheimer Society services and support as needed, to ensure cohesive planning for services to families and a coordinated approach to service delivery.
8. Participation in the training and supervision of volunteers and post-secondary student placements supporting the program.
9. Provision of debriefing support to volunteers, post-secondary student learners and physical activity program instructors.
10. Collection of attendance information, pre-and post evaluation data and other data, as required, to support the evaluation of program effectiveness and achievement of outcomes and as required by funders.
11. Participation in program evaluation activities as they relate to such things as staff experience within the program and effectiveness of program framework and delivery model.
12. In collaboration with Minds in Motion team, shared participation in the Minds in Motion® Community of Practice/Discussion Forum and regularly scheduled meetings of Minds in Motion® Coordinators and the Alzheimer Society of Ontario.

### Education and Formal Training

- Completion of post secondary school in community recreation or therapeutic recreation studies
- Certified by Canadian Centre for Activity and Aging (CCAA) fitness instructor is an asset.
- Certified by CCAA in Functional Exercise for Dementia
- The successful candidate will participate in the training provided by the local Alzheimer Society, specific to Minds in Motion®, including:
  - Dementia specific education, including education around early to mid-stage Alzheimer's disease and other dementias.
  - Minds in Motion® program and evaluation overview
  - Therapeutic Recreation program framework and curriculum overview

## Job Specific Competencies

- Knowledge of Alzheimer's disease and other dementias, including early to mid-stage dementia, is required.
- Knowledge of the local Alzheimer Societies programs, community support services and making referrals.
- Familiarity with and commitment to a person-centred approach to service delivery
- Knowledge of local community resources and strategies for facilitating linkages.
- Ability to effectively resolve conflict which may include the presence of aggressive verbal or physical behaviours.

## Experience

- A minimum of two years working with older adults, preferably those living with Alzheimer's disease or other dementias and/or complex and co-existing health and psycho-social issues.
- A minimum of two years facilitating groups comprised of diverse individuals with complex needs, preferably in a social and/or therapeutic recreational setting.
- Experience with providing information and referral to a variety of formal and informal community services and supports.
- Demonstrated success developing and maintaining effective working relationships with community partners.
- History of working with and supporting/supervising unpaid personnel (volunteers and/or student placements) within a program environment.

## General Competencies

- Excellent interpersonal and customer service skills
- Strong written, verbal and listening skills.
- Flexibility and adaptability in relation to program planning and delivery
- Ability to lead and work as part of a team.
- Ability to work independently.
- Excellent organizational, planning and time management skills, including the ability to multi-task.
- High degree of professionalism and integrity
- Ability to use discretion, judgment and tact in handling sensitive or confidential information or situations.
- Competency with Microsoft Office suite
- Competency with Nesda Trak an asset
- A current, valid driver's license and use of a reliable vehicle.
- A police records check for vulnerable persons.

## Professional Licensure/Affiliations/Memberships/Certificates

- Valid First Aid and CPR certification
- Certification as a Therapeutic Recreation Specialist is considered as asset.
- Membership with Therapeutic Recreation Ontario (TRO) is considered an asset

## HOW TO APPLY:

Alzheimer Society Waterloo Wellington welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please include a cover letter along with your resume when applying, and email your package to Gail Roth, Director of Programs and Services, [groth@alzheimerww.ca](mailto:groth@alzheimerww.ca)

Please include in your subject line the position you are applying for.

This posting will remain open until a successful candidate is hired.

We thank all applicants for their interest in this position and we will be in touch with only those candidates selected for interviews.